TUITION ASSISTANCE FOR CHILDREN OF EMPLOYEES (Y 24)

1. *Eligible Employees* – Full time employees in administrative, professional, and supervisory positions (those considered to be exempt from Federal and State Wage and Hour Laws), may receive tuition assistance for dependent children who attend denominational schools. Assistance may be granted up to 70% of the tuition and entrance fees for dormitory students, and up to 35% for those not living in a dormitory. ABC employees whose category remuneration factor is 102% are eligible for assistance.

2. *Students Eligible for Tuition Assistance* – To be eligible for this benefit the student in school must be:

a. An unmarried dependent of a qualifying employee who attends a denominationally-owned and operated school on the elementary, secondary or college level. A fifth year of graduate education can be included for the specific purpose of securing teaching credentials.
b. Less than 24 years of age unless the student has given compulsory military service, volunteer service for the Church, or has a documented medical consideration.
c. Eligible to be claimed as a dependent on the employee's income tax return.
d. Born to, or legally adopted by, the employee and/or spouse or is a stepchild by marriage receiving more than 50% of support from the new family unit.

3. *Method of Payment* – Assistance for students enrolled in an academy or college shall be paid directly to the school. Organizations providing assistance shall make the appropriate arrangement for students attending elementary and intermediate schools.

4. *Assistance* – Assistance on the academy or college level should be calculated on the gross charges for tuition and required fees, according to the current bulletin, before family or other discounts granted by the school. In cases where an employee's church provides a subsidy to cover the differential between constituent and non-constituent tuition rates, the tuition assistance from the employer shall be based on the net tuition expense to the employee. This shall not include charges for private music lessons except where such lessons are required for credit toward music majors or minors, in which case the above percentages may be applied on the basis of the tuition ordinarily charged for an equivalent number of credit hours.

5. *Professional Programs* – Assistance provided for professional programs in medicine or dentistry for students who have not completed their undergraduate studies shall be based on, and shall not exceed, the normal tuition costs for a maximum number of semesters or quarters as listed in *6.* below.

6. *Limitation on Assistance* – Assistance shall continue until an undergraduate course of studies is completed. In no case shall this exceed the equivalent of ten semesters or fifteen quarters of undergraduate studies. An additional two semesters or three quarters may be granted only to complete work necessary to secure teaching credentials. Governing committees may also grant assistance of up to an additional two semesters or three quarters for valid undergraduate programs that require a fifth year for graduation.

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7. *Summer Sessions* – Students who attend summer sessions shall be eligible for tuition assistance. Such attendance shall not count against the maximum semesters or quarters referred to in *6.* above.

8. *Attending School Outside the Territory* – Assistance may not be granted for children attending elementary or secondary schools outside their territory unless exceptions are authorized by the employing organizations.

9. *Division of Assistance* – When both employee and spouse are denominationally employed by separate organizations and both provide tuition assistance according to this policy, each organization shall be responsible for one-half of the assistance. The method of paying the assistance and dividing the cost may be mutually agreed on by the organizations concerned. Only one tuition assistance shall be provided per student.

10. *Attending Schools Outside the NAD* – Students attending denominational schools located outside of North America may be granted the same amount they would receive if attending their home college.

11. *Griggs University (formerly Home Student International)* – Tuition assistance for studies through Griggs University is given after the course has been completed. Tuition assistance is provided on credits that are earned through the College Level Examination. The assistance on both is 35% whether or not the student is residing in a school dormitory.

12. *Exceptions* – This policy is intended to apply only to employee's children who attend SDA denominational schools. Exceptions may be made as follows if approved by the employee's controlling committee:

a. Attendance at privately operated SDA schools if the school is approved by the union board of education.
b. In cases where an undergraduate level program of student is not offered in a denominational school in the NAD, the total assistance shall not exceed the amount which would normally be granted for attendance at a denominational school in the student's area.